

## INSTRUCTIONS FOR PI-SAGE-ENT FORM

### Please Read Before You Begin the Web-based Student Achievement Guarantee in Education Aid Entitlement (PI-SAGE-ENT) Form

- A. Report all pupils being served under the Student Achievement Guarantee in Education (SAGE) contract for this school, even if some of the class/section(s) for some grades are physically located in a different school or building. **Do NOT include in the count any 4-year-old Kindergarten** pupils or pupils enrolled in this school that are not covered by the SAGE contract.
- B. The measure of low-income status for the pupils reported on the PI-SAGE-ENT form must be the measure used when determining poverty rates by school for the purposes of distributing Title I funds among the various schools in your district (form PI-9575). Many schools use eligibility for free and reduced lunch as their primary means of determining poverty.
- C. **FOR EACH CLASS/SECTION, WITHIN EACH GRADE LEVEL**, you are asked to fill in the number of Full-Time Equivalent regular, licensed, elementary teachers, the enrollment student count, and the number of students that are classified as low income (free and reduced) for each class/section for each Grade Level. Grade Levels can have up to 15 class/section entries. For each Grade Level be sure to start with "Section 01" and continue in numerical sequence until all of your class/section(s) have been entered, being sure to select "**Save**" after each class/section entry.

**EXAMPLE:** If you have three first grade classrooms, you should use sections one through three to report **EACH CLASS/SECTION NUMBERS INDIVIDUALLY**, reflecting the structure of each class/section.

**DO NOT GROUP OR COMBINE total Grade Levels** into **one** class/section unless your school specifically has only one class/section of students per Grade Level.

- D. **For each class/section within each Grade Level** include in the Full-Time Equivalency (FTE) teacher count all the regular, licensed, elementary classroom teachers (full-time and part-time) providing instruction to students in each class/section for each Grade Level. Include teachers funded with state, local, and federal funds as appropriate. **DO NOT include specialist teachers (art, music, Phy. Ed.) or staff funded with Title I money in Targeted Assistance Schools.**
- E. Complete and submit this application no later than **Friday, October 16, 2009**. This information will be used to calculate an estimated aid entitlement for your SAGE school.

### GENERAL INSTRUCTIONS

1. Go to [https://www2.dpi.state.wi.us/SAGE\\_ENT/Login.aspx](https://www2.dpi.state.wi.us/SAGE_ENT/Login.aspx) to find the on-line web-based form.
2. To begin this web-based form, please log in using the unique user name and password that was sent to you in the ***SAGE Aid 2009-10 - Update Low Income Count Memo***. The user name and password are specific to each SAGE school.

Once you have logged in, please select the School/District Contacts link to review and update any incorrect information displayed on the log-in screen. The only fields that can be edited are: "Contact name" through "Is Primary Contact?" To make edits, start by:

- Selecting the “Select” button for the appropriate contact person data displayed at the bottom of the page.
  - Then select the gray shaded “Modify” button at the top of the page.
  - Insert cursor in the appropriate field and key in new information.
  - Select the gray shaded “Save” button to save your new information.
  - Hit “HOME” in the blue menu bar to get back to the home page.
3. To access the rest of the entitlement form, scroll down on the “HOME” page and select “Start Entitlement Form.”

The 2009-10 PI-SAGE-ENT form asks for three essential data elements for EACH class/section by EACH Grade Level. Grades available are Kindergarten, First Grade, Second Grade, Third Grade, and Multi-Age. You will be asked to provide **your third-Friday (September 18, 2009)** enrollment and membership count data for **EACH class/section using:**

- The Full-Time Equivalency (FTE) regular elementary teacher(s) count;
- The Total Enrollment Count; and
- The Total Low-Income Student Count.

### **SPECIAL NOTE REGARDING THE KINDERGARTEN GRADE LEVEL**

**This screen’s view is different from the first through third Grade Levels.** Notice that you have the option from the “drop down” box to **select the “Attendance Percentage”** button for the “percentage of the week” (50 percent, 60 percent, 80 percent, or 100 percent) that the Kindergarten program meets.

It is important at the Kindergarten Level to select the appropriate “Attendance Percentage” from the “drop down” box to fill in data for EACH class/section. Each class/section **defaults to 100 percent**, so be sure to **Re-Select your “Attendance Percentage”** if the class/section is not 100 percent full-day Kindergarten.

If your school has both **part-day** and full-day class/section(s), you will need to enter data for the different “**Attendance Percentage**” for each class/section(s).

Each “Attendance Percentage” in the Kindergarten Grade Level and all other Grade Levels can have up to 15 class/section entries. Be sure to start with “Section 01” and continue in numerical sequence until all of your class/section Total Low Income Student Count numbers have been entered for the “Attendance Percentage” or appropriate Grade Level. Be sure to select the “**Save**” button after EACH class/section data has been entered.

**EXAMPLE:** If you have a section of 50 percent or half-day, you need to select the “Attendance Percentage” of 50 percent and enter data for each class/section. If you also have a section of 100 percent or full-day class/section, you need to select the “Attendance Percentage” of 100 percent and enter the data for each class/section.

*Note: The system will NOT allow you to enter data for both a part-day and full-day class/section on one screen. Entries must be made separately.*

### **SPECIAL NOTE REGARDING MULTI-AGE GRADE LEVELS**

This screen’s view is slightly different from First through Third Grade Levels. In addition to entering your data for each multi-age class/section, you will be required to fill out the **comment box** for each class/section. It will ask you to list the grades served and the number of students enrolled in each grade.

**EXAMPLE:** Section 1 includes eight Kindergarten students and six First Grade students. In addition, one of these students has special needs and has his/her own staff person to assist them.

*Note: Please report the enrollment count for each multi-age class/section in the comment box as they will be reported on ISES.*

*Note: To avoid double counting, DO NOT count these multi-age students in any other grade level. All multi-age class/section(s) should be reported under this category ONLY.*

4. Once you have completed data entry for the Total Low Income Student Count numbers for all of your class/section(s) per Grade Level you can review your data by selecting the “VERIFY ENTITLEMENT” button in the blue shaded menu bar at the top of the screen. A screen will display the data entered. If you need to make any correction(s), select the “click here” button and it will take you back to previous entitlement form screens. Follow the instructions closely listed on that screen. Corrections are required before you can select the “Submit” button.

*Note: Once this form is submitted it will no longer be available for editing!*

*If you have not printed a copy of this entitlement form for your records, you may do so by selecting the “click here” button to print a copy.*

5. To submit your form after you have printed a paper copy:

- Select the “**SUBMIT ENTITLEMENT**” button in the blue shaded menu bar at the top of the screen.
- Then select the gray shaded “Submit” button. A message will appear asking if you want to submit your form.

*Note: Once you have selected the gray shaded “Submit” button and officially submitted your data, you will be able to view the entitlement form data, but not be able to change it.*

- Click “Submit.” A message will then appear letting you know if your data has been successfully submitted.

*Reminder: Reviewing or Printing your data does not constitute submitting your Form. You must get into the “SUBMIT ENTITLEMENT” screen and choose “Submit” in order for your form to be officially submitted.*

## CONTACTS AND ADDITIONAL SUPPORT

Congratulations! You have completed the process of submitting your PI-SAGE-ENT low income report form.

If you need any additional assistance in completing this form, please contact one of the application administrators listed below:

Sandra Ryan at: [sandra.ryan@dpi.wi.gov](mailto:sandra.ryan@dpi.wi.gov) or 608-266-7283

Chelssee De Barra at: [chelssee.debarra@dpi.wi.gov](mailto:chelssee.debarra@dpi.wi.gov) or 608-266-2489

Kimberly Jenkins at: [kimberly.jenkins@dpi.wi.gov](mailto:kimberly.jenkins@dpi.wi.gov) or 608-267-9216

There is also a mediasite presentation available for additional support. The mediasite may be found at: <http://www.dpi.wi.gov/sage/forms.html> and by selecting: “Mediasite Training for completing the PI-SAGE-ENT Online Form” or click on the “Training Guide” tab at the top of the PI-SAGE-ENT report.